BGSU
Bowling Green State University

CHROME RIVER

February 24, 2022

Chrome River User Manual

BGSU uses Chrome River software for university employee expense reports for both pcard reconciliation and reimbursement requests. This system aims to make the process for reconciling financial transactions efficient and user friendly with electronic receipt options, exchange rates, expense mapping, electronic approvals, and quick reimbursements.

Table of Contents

Introduction

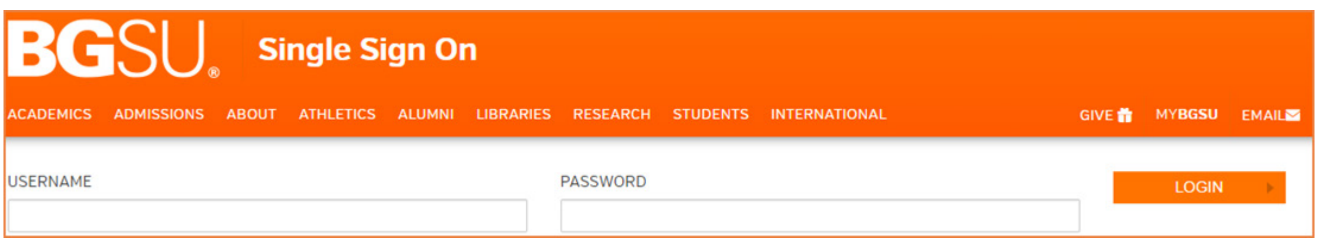
This manual is specific to Chrome River and serves as guidance from a systems perspective. Information and policies regarding travel and reimbursements can be located on the [Controller's Office](#) website. The Pcard Manual can be located on the [Purchasing](#) website.

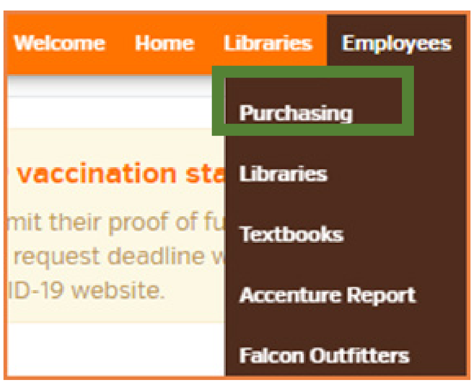
Reports created in Chrome River are electronically routed to the appropriate approvers by email based on the budget used on the report. The system contains policy direction that includes violation warnings. Should any of these warnings be identified, it will open a text box requiring additional information pertaining to the potential violation. Additional approvals are required via the electronic workflow for certain Pcard transactions or reimbursable expenses. Approvers will also be alerted that a report has a potential policy violation.

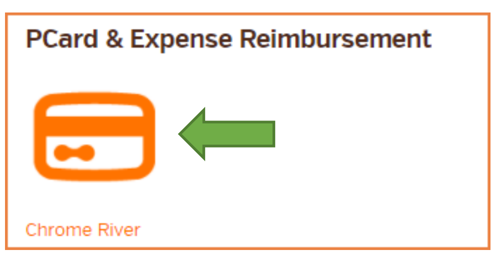
Expenses entered in Chrome River will not post to the budget until all necessary approvers have approved the report. Requests for reimbursements cannot be processed on the same report with Pcard transactions.

Logging in to Chrome River

To access Chrome River, visit https://my.bgsu.edu. Use your University username and password to log in. If you have difficulty accessing the site, email tbachma@bgsu.edu for assistance.

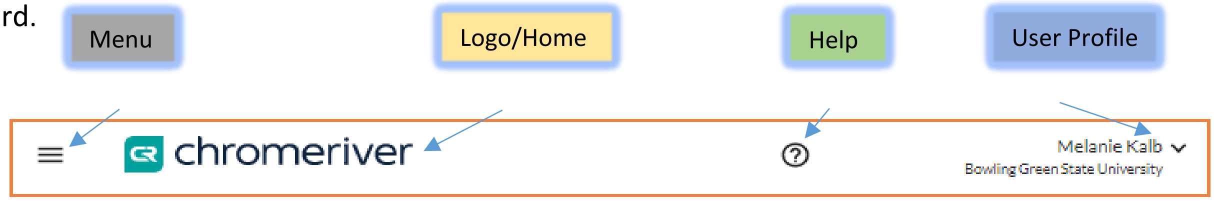






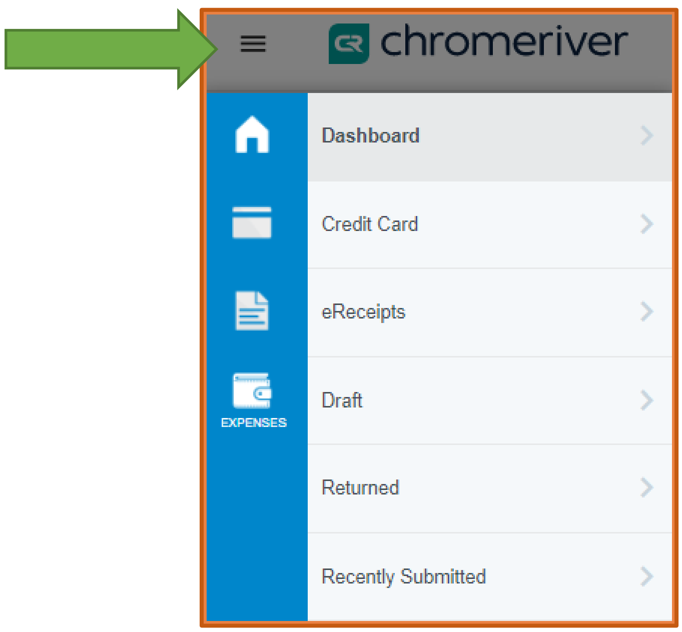
Navigation Bar

The navigation bar remains at the top of the screen. This allows quick access to return to the home screen or dashboard.



Main Menu

The menu has a list of quick links to the dashboard, credit card transactions, eReceipts, Draft expense reports, returned expense reports, recently submitted reports, and an inquiry for searching prior reports.



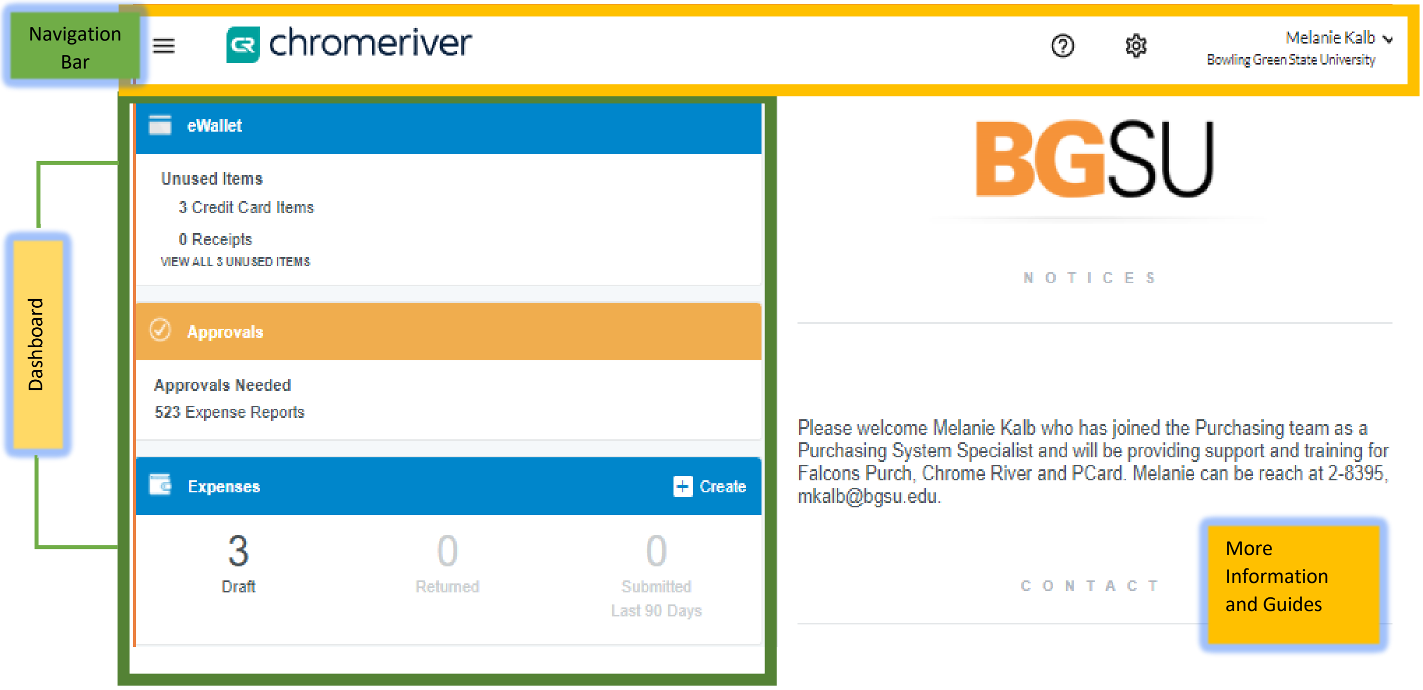
Dashboard

Menu: Quick access to the Dashboard, Receipts, Pcard expenses, Reports, Approvals.

Logo: Tap the Chrome River Logo in the Navigation Bar to return to the Dashboard at any time.

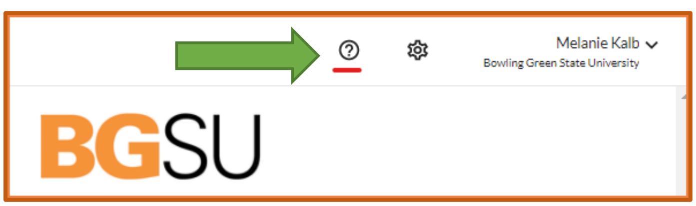
Help: Chromeriver Tutorials

User Profile: Select Another User, Access Account Settings, or Logout.



Help Menu/Tutorials

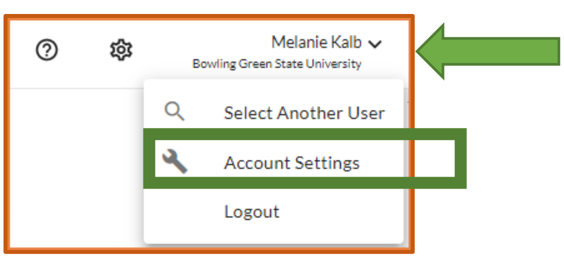
The help center has many tutorials to help new users get started.



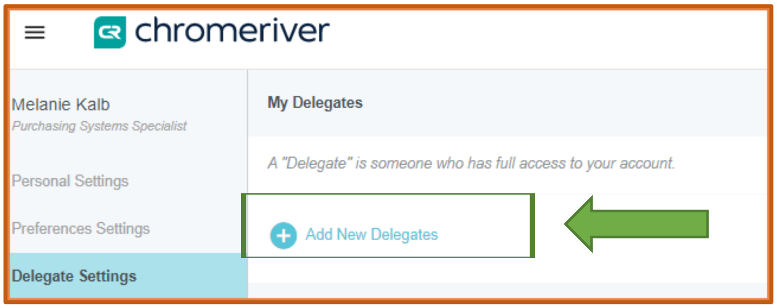
User Profile: Creating Delegates

To give someone permission to submit expense reports on your behalf, go to account settings.

Click on your name and select Account Settings.

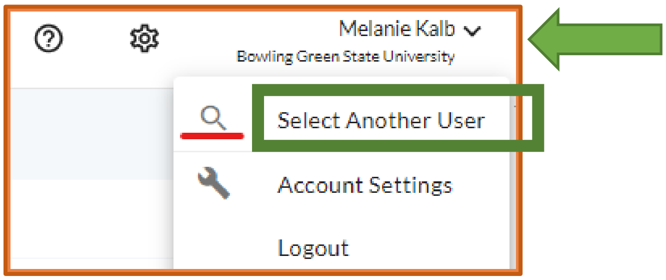


Select Add New Delegates and search for the name of the person to select.

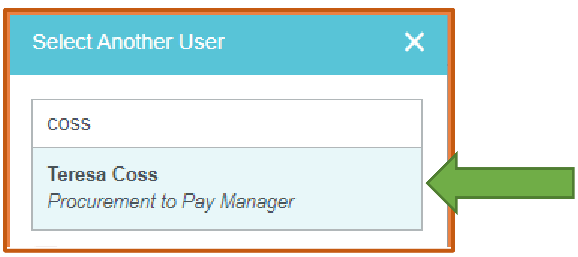


User Profile: Acting as a Delegate

To act on someone else's behalf, go to your profile. Click on Select Another User.



Type employee name in the search bar. Select the User.



Select your own name from the dropdown menu to return to your dashboard.